Process COD Responses to FMS

Scope

This procedure processes the COD responses to FMS.

System References

N/A

Policy

N/A

Responsibility

SFA CODX SuperUser

## Distribution

N/A

Ownership

N/A

Activity Preface

The procedure steps below describe how to process COD responses to FSA FMS. FMS users perform this procedure in concert with the following procedures:

1. Load COD Transactions into FMS
2. Send FSA FMS Responses to COD
3. Process COD Responses to FSA FMS (documented in this procedure)
4. Create COD Invoices in FMS
5. Approve COD Invoices in FMS
6. Transfer Payables to GL
7. Create Journals in GL for AP Transactions
8. Load GAPS to FSA FMS Transactions
9. Send GAPS Transactions to COD
10. Review and Post Journals

SFA CODX SuperUser

1. Sign onto FMS. The Responsibilities window appears if you have more than one responsibility attached to your Oracle username.
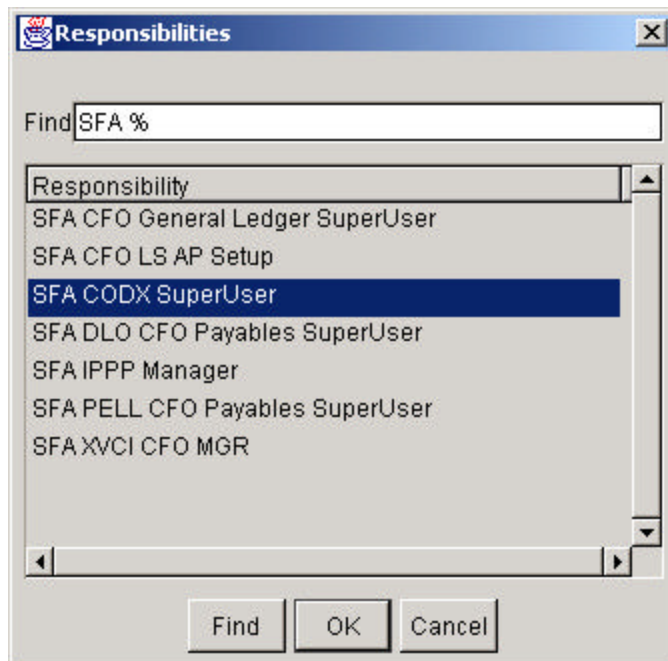
2. From the "Responsibilities" window, Select the **SFA CODX SuperUser** responsibility. The "Navigator" Window appears.
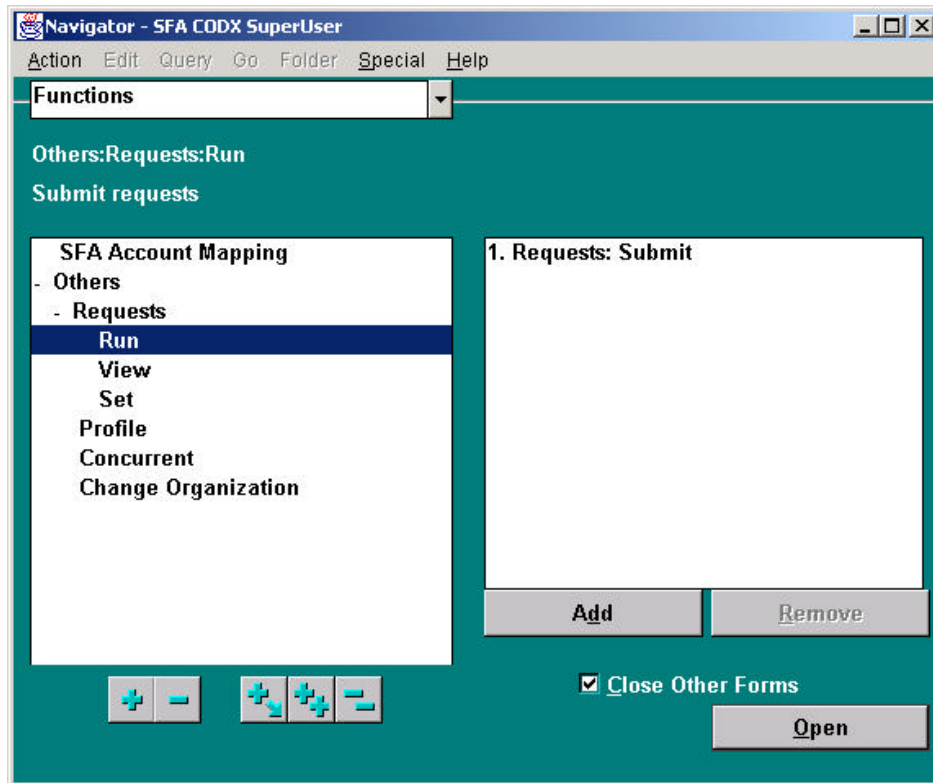
3. Double-click **Other**. The Other sub-menu appears.

4. Double-Click **Requests** and Click **Run**. The "Submit a New Request"window appears.
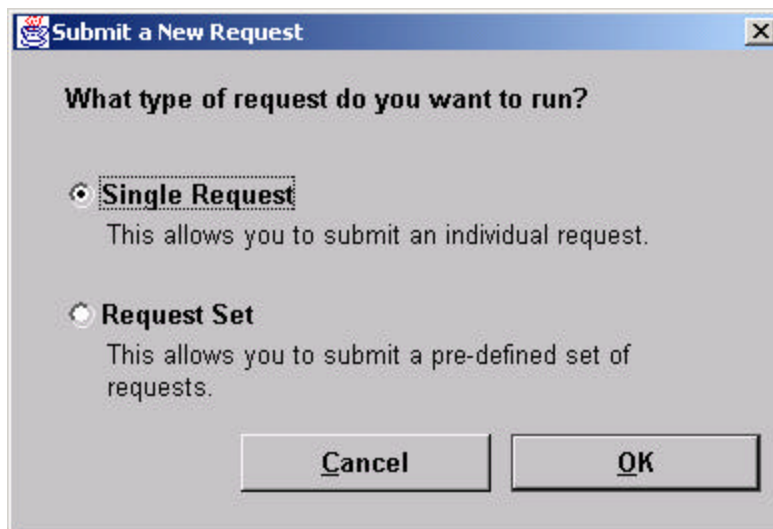
5. Click the Single Request radio button.

6. Click the **OK** button. The "Submit Request" window appears.

7. Click the **List of Values** icon on the "Submit Request" window to select from a list of valid values for the **Request Name** field. The "Reports" window appears.

8. Select "SFA FMS COD Inbound Response" request name and click the **OK** button. The "Submit Request" window appears.

9.   Click the **Submit Request** button. The "Requests" window appears.

10. Click the **Refresh Data** button to update the information on this
     window. This window displays the **Phase** and **Status** of your report
     request. The Phases are: Pending, Running, and Completed. The
     Statuses are: Normal and Error. You may need to click the **Refresh
     Data** button multiple times until the request is completed.

-OR-

11. While the data is being refreshed, you can minimize the "Requests"
     window and open the "Navigator" window to work on other tasks. In

order to check on the progress of your requests, maximize the "Requests" window to view the Phase and Status.

12. Once the Request is completed, click the **View Log** button to verify that the Request processed successfully. View output and log reports to manage and monitor data and identify details on any errors.

FYI: There is one request that runs automatically when running this process. These requests generate the following log reports, which are helpful for monitoring the process:

- **SFA FMS COD Inbound Response**– describes the processes and what happened (successes and errors). Click on "View Log" to view any processing errors.

End of activity.